

Career Coach

JOB DESCRIPTION

QUALIFICATIONS

Required:

- Bachelor's Degree
- Ability to pass a background check

Preferred:

- Experience working in business/industry

KNOWLEDGE, SKILLS, AND ABILITIES

- Pleasing personality, enthusiastic, positive attitude, evidence of trustworthiness; knowledge in business and industry; and effective human relations skills.
- Effective oral and written communication skills.
- Knowledge of what it takes to be successful in the world of work.
- Knowledge of current employment trends.

DUTIES

- Represent the Career Coach Program in local schools and conduct public relations efforts to promote career and technical education (CTE) programs.
- Possess a working knowledge of the Alabama Career Development Model and assist with its implementation in Grades K-12.
- Provide career development guidance for students in Grades K-12 with emphasis on CTE programs.
- Plan and implement student recruitment activities for CTE programs.
- Possess a working knowledge of the Alabama Career Planning System and assist with its implementation in Grades K-12.
- Assist students in Grades K-12 with career exploration activities and career assessments.
- Assist students with college admissions, financial aid—including FAFSA—and registration procedures.
- Provide information to educators, students, and their families regarding the current job market and career choices.
- Conduct classroom presentations promoting college and career programs and activities.
- Schedule and attend college campus and industry tours with students.
- Assist with coordinating job shadowing and other work-based learning opportunities for students.
- Maintain ongoing database of career coach services available and submit reports of completed activities.
- Assist LEA with College and Career Readiness initiatives.
- Engage community partners including the local Chamber of Commerce, Economic Development Board, and postsecondary institutions.
- Participate in Regional Workforce Council meetings and events.
- Comply with all policies of the LEA and the Alabama State Department of Education.

SALARY & BENEFITS

- 10-Month Contract

REPORTS TO

- Career and Technical Education Director